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## APPLICANT INSTRUCTIONS

### Please Read the Instructions Carefully Before Completing Application

Thank you for your interest in employment with Community Connections. If a resume is included, it can only substitute for the education and employment history section of the application. Please fill out all other sections. Be sure to sign and date your application. An incomplete application will not be processed.

Applicants are invited to request reasonable accommodations for assistance during the application process. All applications are reviewed for minimum qualifications. Due to the large amount of applications received, interviews will be based on qualifications most closely matching the job requirements of the position applied for. Applicants will be notified of their application status within one week, by letter or phone. Applications not selected for the interview process will be retained for 90 days. To be re-considered for employment after 90 days, a new application will need to be submitted.

Before a position is offered, a minimum of three (3) references (at least two professional) are required. Please make sure all references and previous employer telephone numbers are current.

#### **If hired, photo ID and I-9 documentation must be presented on the first day of employment.**

Criminal background checks and FBI fingerprinting (per State of Alaska Statute 47.05 or 7AAC 10.900-7AAC 10.990) are required. Any employee found to have a barring crime (defined by the State of Alaska listed in 7 AAC 10.905) may not be able to work for Community Connections. Employees must also pass Health & Safety requirements which may include First Aid/CPR certification. Failure to comply with any of the above may result in termination or being unable to work for Community Connections. Please contact the Human Resources Department with any questions.

Community Connections, Inc. is an equal opportunity employer. Qualified individuals are considered for employment without regard to race, color, national origin, religion, sex, marital status, pregnancy, parenthood, age, veteran status, sexual orientation, or disability.

*“Community Connections provides individualized customer guided supports that encourage independence, community belonging and quality of life.”*

# COMMUNITY CONNECTIONS

## APPLICATION FOR EMPLOYMENT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
First Middle Last

MAILING ADDRESS: \_\_\_\_\_  
Street/Post Office Box City State Zip

PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ MESSAGE # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Date available for work \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_

Which location(s) are you willing to work from?  Ketchikan  Prince of Wales  Metlakatla  Any

Have you ever been employed here before?  No  Yes (Dates) \_\_\_\_\_

I am interested in working with:  Children  People with Disabilities  Seniors  Other \_\_\_\_\_

Type of employment desired:  Full-time  Part-time  Temporary  Seasonal

Are you legally eligible for employment in this country?  Yes  No  
 (Proof of citizenship or immigration status will be required upon employment)

Have you ever been charged with, convicted of or plead no contest to a: **Misdemeanor**  Yes  No  
**Felony**  Yes  No

(Such conviction may be relevant if job-related but does not necessarily bar you from employment) If YES, please explain:  
 \_\_\_\_\_

Have you ever been convicted of a DUI or DWI?  Yes  No. If yes, date of conviction \_\_\_\_\_  
 (Such conviction may be relevant if job-related but does not necessarily bar you from employment)

Driver's license # \_\_\_\_\_ State \_\_\_\_\_  
 (Please provide if you have a driver's license, it may not be required for all positions)

### PROFESSIONAL REFERENCES (Must provide at least 2 past supervisors)

Name	Relationship	Phone Number	Email Address
1.	Supervisor		
2.	Supervisor		
3.	Supervisor		

### PERSONAL REFERENCES

Name	Relationship	Phone Number	Email Address
1.			

# COMMUNITY CONNECTIONS RESUME FORM

(If resume is attached, must fill out all sections except education and employment history)

NAME \_\_\_\_\_

## SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment, volunteer work, or other experiences that may qualify you for a position with our agency:

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## EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
COLLEGE			
HIGH SCHOOL			
OTHER			

**EMPLOYMENT HISTORY:** List your last four (4) employers, assignments or volunteer activities, beginning with your current or most recent. Please include military experience.

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Nature Of Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hour rate/salary start \_\_\_\_\_ Final \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Nature Of Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hour rate/salary start \_\_\_\_\_ Final \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Nature Of Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hour rate/salary start \_\_\_\_\_ Final \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Nature Of Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hour rate/salary start \_\_\_\_\_ Final \_\_\_\_\_

**COMMUNITY CONNECTIONS RESUME FORM**  
**(If resume is attached, must fill out all sections except education and employment history)**

**NAME** \_\_\_\_\_

**OTHER SKILLS, QUALIFICATIONS AND IMPORTANT INFORMATION:**

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair:

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Professional licenses, Certifications or Registrations:

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Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention:

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Why do you want to work in human services?

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When would you be available for work? When would you be available for work:

All  Mornings  Afternoons  Evenings  Overnights  Saturday  Sunday

How many hours per week? \_\_\_\_\_

Do you have your own transportation?  Yes  No

Where did you hear about this job position?  Job Center  Newspaper  Friends  Facebook  Internet Search

Community Connections Customer  Community Connections Website  Community Connections Employee

Job Center  Flyer  Sitnews  Other \_\_\_\_\_

**PLEASE READ THOROUGHLY BEFORE SIGNING**

I have supplied Community Connections with all pertinent education and work history which relates to the qualifications given for the above position.

I understand I am required to supply Community Connections with TB test results and follow the required background check procedure.

I understand that work at Community Connections includes assisting and transporting vulnerable children and adults. By submitting my application, I agree to a background check, including web based name search, driving record search, State of Alaska provisional search, FBI fingerprinting. If working in the Children's Mental Health Program, I agree to a Child Protection background check. In the event that these background checks show that I've been convicted of a "barred crime" (as defined by the State of Alaska), I understand that Community Connections will contact me and that I may be barred from working at Community Connections.

I understand that in the position I am applying for, I may be at potential risk of being exposed to blood borne pathogens or other health and safety hazards. I also understand that Community Connections is committed to assuring I will be trained in the observance of safety and health hazards and proper safety work practices. I am willing to participate in this kind of training, as needed.

I authorize Community Connections to contact and investigate my application and work history with references and any former employer. This information may include, but is not limited to, performance, attendance, personal history, and disciplinary history record information. I understand that false or misleading statements may result in rejection of the application or, if employed, termination of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_